



**APPLICATION FOR COMMERCIAL PLAN REVIEW AND PERMIT  
BUILDING DEVELOPMENT SERVICES  
COUNTER SUBMITTAL**

DATE \_\_\_\_\_

CITY PRJ # \_\_\_\_\_

SITE ADDRESS \_\_\_\_\_ SUITE/UNIT \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

**CONTACT INFORMATION** All of the following information is required for submittal.

Place a check mark by the person responsible for submitting digital plans



<input checked="" type="checkbox"/> NAME	MAILING ADDRESS	TELEPHONE NUMBER
Name of Property Owner (Must have for Certificate of Occupancy)	Mailing _____ Email Address _____	Phone # _____
Name of Business/Tenant:		Phone # _____
Name of Designer of Record: _____ First / Last Name _____ Company	Mailing _____ Designer E-Mail _____	Phone # _____
LIST FIRST & LAST NAME, ROLE, EMAIL & PHONE # FOR ALL OTHER CONTACTS FOR THIS PROJECT	Name _____ Role _____ Email _____	Phone # _____
	Name _____ Role _____ Email _____	Phone # _____
	Name _____ Role _____ Email _____	Phone # _____
	Name _____ Role _____ Email _____	Phone # _____
	Name _____ Role _____ Email _____	Phone # _____

**COMMERCIAL BUILDING PERMIT FEE WORKSHEET**  
**BUILDING DEVELOPMENT SERVICES**  
(Refer to Exhibit C of GO6027)

**1. USE GROUP/CONSTRUCTION TYPE**

Area 1 Use Group _____	Construction Type _____	Square Footage _____
Area 2 Use Group _____	Construction Type _____	Square Footage _____
Area 3 Use Group _____	Construction Type _____	Square Footage _____

**2. COMPUTE CONSTRUCTION FACTOR FOR NEW BUILDINGS & ADDITIONS:**

(\*Refer to 2009 IBC FEE CALCULATION DATA for Type of Construction Factor.)

Area 1 Square Footage _____	x Gross Area Modifier (85)	x *Type of Construction Factor _____	= _____
Area 2 Square Footage _____	x Gross Area Modifier (85)	x *Type of Construction Factor _____	= _____
Area 3 Square Footage _____	x Gross Area Modifier (85)	x *Type of Construction Factor _____	= _____

**3. INFILLS AND REMODEL/RENOVATIONS FACTORS:**

Square Footage (Area Involved in Alteration Only) \_\_\_\_\_ x (85) x 0.30 = \_\_\_\_\_

**TOTAL PARTS 2 AND/OR 3 \$ \_\_\_\_\_**

**4. BLD PERMIT FEE CALCULATIONS: Using Total of Parts 2 and 3 Above.**

1st 50,000 _____	x 0.004 (\$200.00 max)	= \$ _____	A+
2nd 50,000 _____	x 0.003 (\$150.00 max)	= \$ _____	B+
3rd 50,000 _____	x 0.002 (\$100.00 max)	= \$ _____	C+
Over 150,000 _____	x 0.001	= \$ _____	D

**TOTAL OF A + B + C + D = BUILDING PERMIT FEE**

\$ \_\_\_\_\_

***All Fees are Calculated to Even Dollar Amounts (NOTE: Plan Review and Technology Fees are Non-refundable)***

**BUILDING PERMIT FEE (Minimum \$100.00)** \$ \_\_\_\_\_

**PLAN REVIEW FEE (75% of Building Permit Fee, Minimum \$150.00)** \$ \_\_\_\_\_

**\*PROVISIONAL (PHASE APPROVAL) FEE IF APPLICABLE (30% of Building Permit Fee, Minimum \$100.00)**  
(\*This fee is charged in addition to the normal permit fee) \$ \_\_\_\_\_

**TECHNOLOGY FEE**  
**(Gross Sq Ft of New Structure or Area of Modification x .01 or Minimum \$50.00)** \$ \_\_\_\_\_

**TOTAL FEES \$ \_\_\_\_\_**

CERTIFICATE OF OCCUPANCY FOR CHANGE OF USE PERMIT FEE (\$30.00 Permit Fee) \$ \_\_\_\_\_

CERTIFICATE OF OCCUPANCY FOR CHANGE OF OWNERSHIP/TENANT PERMIT FEE  
(Applicable to "A" Use Groups) (\$30.00 Permit Fee) \$ \_\_\_\_\_

CERTIFICATE OF APPROPRIATENESS, FOR WORK AS DESCRIBED NOT REQUIRING A BUILDING PERMIT  
(If the scope of work requires a Building Permit, this special permit fee will not be required)  
(\$25.00 Permit Fee) \$ \_\_\_\_\_

STORMWATER DETENTION PERMIT FEE (\$100.00 Permit Fee) \$ \_\_\_\_\_

COMMERCIAL MECHANICAL, ELECTRICAL AND PLUMBING PERMIT FEES ASSOCIATED WITH A BUILDING  
PERMIT: (40% of the Building Permit Fee, or minimum of \$100.00, whichever is greater) \$ \_\_\_\_\_

COMMERCIAL GAS PERMIT FEE (\$100.00 Permit Fee) \$ \_\_\_\_\_  
COMMERCIAL GAS AIR TEST ONLY PERMIT FEE (\$100.00 Permit Fee) \$ \_\_\_\_\_

\*COMMERCIAL MECHANICAL, ELECTRICAL AND PLUMBING PERMIT FEE  
(Not associated with a Building Permit) (\$50.00 Permit Fee) \$ \_\_\_\_\_

PLAN REVIEW FEE (Non-Refundable) (\$75.00 Fee) \$ \_\_\_\_\_  
TECHNOLOGY FEE (Non-Refundable) (\$25.00 Fee) \$ \_\_\_\_\_

\*If submitted as one (1) package, then only one (1) Plan Review Fee and one (1) Technology Fee will be required;  
otherwise EACH permit will require a Plan Review and Technology Fee + the Permit Fee.

COMMERCIAL FIRE SPRINKLER SYSTEMS PERMIT FEE (IF CALCS ARE REQUIRED BY NFPA 13/13R OR  
DESIGNER OF RECORD):  
NEW OVERHEAD FIRE SPRINKLER SYSTEM (\$100.00 Permit Fee) \$ \_\_\_\_\_

MODIFICATIONS TO EXISTING OVERHEAD SYSTEM (\$100.00 Permit Fee) \$ \_\_\_\_\_

PLAN REVIEW FEE (Non-Refundable) Applicable to Overhead only (\$150.00 Fee) \$ \_\_\_\_\_  
TECHNOLOGY FEE (Non-Refundable) Not associated with a BLD permit (\$50.00 Fee) \$ \_\_\_\_\_

NEW UNDERGROUND SYSTEM (\$100.00 Permit Fee) \$ \_\_\_\_\_

TOTAL ABOVE FIS FEES \$ \_\_\_\_\_

COMMERCIAL FIRE SPRINKLER ALTERATIONS/MODIFICATIONS (IF NO CALCS ARE REQUIRED BY NFPA  
13/13R OR DESIGNER OF RECORD). Sealed Shop Drawings will need to be submitted for review approval.

MODIFICATIONS TO EXISTING OVERHEAD SYSTEM (\$25.00 Permit Fee) \$ \_\_\_\_\_

HOOD SUPPRESSION PERMIT FEE (\$25.00 Permit Fee) \$ \_\_\_\_\_  
HOOD SUPPRESSION PLAN REVIEW FEE (Non-Refundable) (\$25.00 Fee) \$ \_\_\_\_\_

TOTAL ABOVE FIS FEES \$ \_\_\_\_\_

SIGN PERMIT (New Installation or alteration of any kind)	(\$50.00 Permit Fee)	\$ _____
PLAN REVIEW FEE (Non-Refundable)	(\$50.00 Fee)	\$ _____
TECHNOLOGY FEE (Non-Refundable)	(\$12.00 Fee)	\$ _____
TEMPORARY SIGN / BANNER PERMIT FEE (\$25.00/per 30-day period displayed)		\$ _____
COMMUNICATION TOWER (Including Antenna upgrades and/or Collocates)	(\$100.00 Permit Fee)	\$ _____
PLAN REVIEW FEE (Non-Refundable)	(\$150.00 Fee)	\$ _____
TECHNOLOGY FEE (Non-Refundable)	(\$50.00 Fee)	\$ _____
FLOODPLAIN DEVELOPMENT	(\$50.00 Permit Fee)	\$ _____
PLAN REVIEW FEE (Non-Refundable)	(\$50.00 Fee)	\$ _____
PARKING LOT AS STAND ALONE FACILITIES	(\$100.00 Permit Fee)	\$ _____
PLAN REVIEW FEE (Non-Refundable)	(\$150.00 Permit Fee)	\$ _____
TECHNOLOGY FEE (Non-Refundable)	(\$50.00 Fee)	\$ _____
COMMERCIAL LAWN SPRINKLER SYSTEM, BACKFLOW PREVENTER PLUMBING PERMIT FEE	(\$100.00 Permit Fee)	\$ _____
COMMERCIAL WRECKING (DEMOLITION) PERMIT FEE	(\$100.00 Permit Fee)	\$ _____
COMMERCIAL BOARDED UP BUILDING PERMIT FEE	(\$200.00 per 180 days)	\$ _____
COMMERCIAL FENCE PERMIT FEE		
Fence 6 ft or less in height (Site Plan Review Only)	(No Cost Permit Fee)	\$ _____
Fence more than 6 ft in height (Site and Structural Review)	(\$50.00 Permit Fee)	\$ _____
VENDOR SITE PERMIT FEE	(\$100.00 Permit Fee)	\$ _____
SIDE WALK CAFÉ PERMIT FEE	(\$610.00 Permit Fee)	\$ _____